What is claimed is:

 $_{\alpha}\mu$. λ message processing apparatus comprising:

an acquisition unit obtaining information indicating an opening state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration of a term of the job specified by the message; and

a control unit forcibly displaying on a terminal device the information indicating the opening state of the message, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term of the job specified by the message.

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2. The apparatus according to claim 1, wherein said control unit forcibly displays on the terminal device the information indicating the opening state, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term together with a title of the message when a user issues a display request or a predetermined condition is satisfied.

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The apparatus according to claim 1, wherein said control unit causes the terminal device to forcibly display a completion state table containing the information indicating the opening state of the message, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term.

4. The apparatus according to claim 1, further comprising:

a message generation unit generating a message provided with a confirmation button for notifying from a message receiver to a message transmitter that the receiver has completed his or her job, wherein

when the message receiver presses the confirmation button, said control unit determines that the receiver has completed his or her job, obtains a number of receivers who have pressed the confirmation button, and, when the number of the receivers who have completed their jobs exceeds a predetermined value, or when all receivers have completed their jobs, allows the information indicating the completion state to be displayed on the terminal device.

25 5. The apparatus according to claim 4, wherein

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said message generation unit generates a message containing an input column of an offered term to which a receiver requested term is input in response to a term specified by the message; and

said control unit causes a terminal device of the transmitter to display the offered term of the receiver input in the input column of the offered term of the message.

- 10 6. The apparatus according to claim 2, wherein said control unit causes a terminal device of the transmitter of the message or a terminal device of the receiver forcibly di'splay the information to indicating the opening state, the information 15 indicating the completion state, of the information indicating the expiration of the term.
- 7. The apparatus according to claim 1, wherein said information indicating the opening state and 20 said information indicating the completion state contains a number of receivers who has opened the message, an opening rate, a number of receivers who have completed their jobs, and a completion rate, and displays the information on the terminal device when 25 any of the information exceeds a predetermined value

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or when the term expires.

- 8. The apparatus according to claim 1, wherein said control unit causes the terminal device to display the information indicating the opening state, or the information indicating the completion state when a current date reaches a date specified by the transmitter.
- 9. A message processing apparatus comprising:

a storage unit storing information specifying a message, a name of a transmitter, a name of a receiver, and, for each receiver, information indicating an opening state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration of a term of the job specified by the message, said information being stored in association with one another; and

20 a control unit causes a terminal device to forcibly display the information indicating the the information indicating the opening state, completion state, or the information indicating the term of the expiration obtained from a specified term 25 and a current date, said information being stored in al said storage unit.

- 10. The apparatus according to claim 1, wherein said control unit causes the terminal to display an event announcement table containing information relating to a plurality of events.
- 11. The apparatus according to claim 1, wherein said control unit generates an event announcement table according to a schedule of a plurality of received messages, and announces contents of an event to a receiver by instructing a terminal device of the receiver to display the event announcement table.
- 12. The apparatus according to claim 1, wherein said control unit stores information associating contents of a plurality of events in a time-series multiple level structure with a schedule and entered members as event information, and generates and displays an event announcement table comprising the plurality of events according to the event information when a message is generated.
- 13. The apparatus according to claim 1, further comprising

a message generation unit setting information limiting a transfer of a confidential message, wherein said control unit limits the transfer of the confidential message for which the information limiting the transfer of the confidential message is set.

14. The apparatus according to claim 1, further comprising

a message generation unit setting a deletion condition of a message, wherein

said message for which the deletion condition is set can be arbitrarily deleted by the transmitter or the receiver automatically after a predetermined period or based on the set deletion condition.

15. A message processing system including a plurality of terminal devices having a function of displaying a message and a message processing device having a function of processing the message, wherein

said message processing device comprises:

an acquisition unit obtaining information indicating an opening state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration

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a control unit forcibly displaying on a corresponding terminal device the information indicating the opening state of the message, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term of the job specified by the message.

16. The system according to claim 15, wherein said control unit causes the terminal device to forcibly display on a completion state table containing the information indicating the opening state of the message, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term.

17. A message managing method, comprising:

controlling a terminal device to forcibly display information indicating opening a state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration of a term specified by the message

The method according to claim 17, wherein said controlling forcibly displays on the terminal device the information indicating the opening state, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term together with a title of the message when a user issues a display request or a predetermined condition is satisfied.

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19. The method according to claim 17, wherein

said controlling causes the terminal device to forcibly display a completion state table containing the information indicating the opening state of the message, the information indicating the completion state of the job of the receiver of the message, or the information indicating the expiration of the term.

20. The method according to claim 17, wherein

a confirmation button for notifying from a message receiver to a message transmitter that the receiver has completed his or her job is provided in a message, wherein

when the message receiver presses the confirmation button, said controlling determines that

number of receivers who have pressed the confirmation button, and, when the number of the receivers who have completed their jobs exceeds a predetermined value, or when all receivers have completed their jobs, allows the information indicating the completion state to be displayed on the terminal device.

21. A computer-readable storage medium storing a message management program for directing a computer to forcibly display on a terminal unit, information indicating opening a state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration of a term specified by the message.

and